



FIRE MARSHAL'S OFFICE



Emergency Planning and Preparedness Guide

This guide is intended to provide general code requirements for emergency planning and AFPD recommendations to accomplish the safe evacuation of building occupants. This is not an all-inclusive list of requirements; this shall serve as a general guideline.



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GENERAL INFORMATION

- In the event of a fire, or upon activation of a fire alarm signal, the owner, occupants, employees or staff shall immediately notify the fire department by calling 9-1-1.
- Activating a fire alarm signal in order to conduct an evacuation drill is required provided the fire alarm monitoring company has been notified of the drill.
- Fire safety and evacuation plans shall be made available to all occupants.

EMERGENCY PLANNING AND PREPAREDNESS REQUIREMENTS BY OCCUPANCY TYPE

The International Fire Code requires that several occupancies have a fire safety and evacuation plan. Occupancies that require such a plan are:

- **Group A:** Buildings used for the gathering together of persons for purposes such as civic, social or religious functions, recreation, or food or drink consumption where the capacity is 50 individuals or greater. Assembly occupancies used exclusively for purposes of religious worship and have an occupant load less than 2,000, and for buildings containing both Group A occupancy and an atrium are not required to have a fire safety and evacuation plan.
- **Ambulatory Care Facilities:** Buildings or portions thereof used to provide medical, surgical, psychiatric, nursing or similar care on a less-than-24-hour bases to persons who are rendered incapable of self-preservation by the services provided.
- **Group B:** Buildings used for office, professional or service-type transactions with 500 or more occupants or more than 100 occupants above or below the level of exit discharge.
- **Group E:** Educational facilities used through the 12th grade and day care facilities.
- **Group F:** Buildings or portions thereof used for assembling, disassembling, fabricating, finishing, manufacturing, packaging, repair, or processing operations with 500 or more occupants or more than 100 occupants above or below the level of exit discharge.
- **Group H:** Buildings involving high hazard uses involving manufacturing, processes, generation or storage of materials, which constitute a physical or health hazard exceeding maximum allowable quantities.
- **Group I:** Nurseries for children, hospitals, sanitariums, nursing homes, homes for children, half- way houses, group homes, and health-centers for patients unable to evacuate themselves because of medical treatments. Mental hospitals and sanitariums, jails, prisons, reformatories, and buildings where personal liberties of occupants are similarly restrained.
- **Group M:** Retail sales and display buildings with an occupant load 500 or more or occupants above or below the level of exit discharge.
- **Group R:** Buildings used for hotels, motels, boarding houses, dormitories, fraternities and sororities, congregate living facilities with 10 or more occupants, live/work units, monasteries, boarding houses with 10 or fewer occupants, alcohol, and drug centers, assisted living facilities, group homes, halfway houses, or residential board and care.
- **High-rise:** Buildings with an occupied floor level 75 ft. above the lowest level of fire department access.
- **Covered malls:** Exceeding 50,000 sq. ft. in aggregate floor area.
- **Underground buildings:** All.
- **Buildings with an atrium that contain a Group A, E or M occupancy:** An atrium is an opening in the building connecting two or more stories and closed at the top.



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FIRE SAFETY, EVACUATION AND LOCKDOWN PLANS

Maintenance: Fire safety and evacuation plans shall be reviewed or updated annually or as necessitated by changes in staff assignments, occupancy, or the physical arrangement of the building.

Availability: Fire safety and evacuation plans shall be available in the workplace for reference and review by employees, and copies shall be furnished to the fire code official for review upon request. The fire evacuation plan shall be distributed to the tenants and building service employees by the owner or owner's agent. Tenants shall distribute to their employees' applicable parts of the fire safety plan affecting the employees' actions in the event of a fire or other emergency.

Fire Evacuation Plan

- Emergency exit and escape routes and information whether an evacuation includes the entire building or just selected floors.
- Procedures for employees who must remain to operate critical equipment before evacuating.
- Procedures for the use of elevators to evacuate where occupant evacuation elevators complying with Section 3008 of the International Building Code are provided.
- Procedures for assisted rescue for persons unable to use the general means of egress unassisted.
- Procedures for accounting for employees and occupants after evacuation has been completed.
- Identification and assignment of personnel responsible for rescue or emergency medical aid.
- The preferred and any alternative means of notifying occupants of a fire or emergency.
- The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
- Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
- A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.

Fire Safety Plan

- The procedure for reporting a fire or other emergency.
- The life safety strategy including the following:
 - Procedures for notifying occupants, including areas with a private mode alarm system.
 - Procedures for occupants under a defend-in-place response.
 - Procedures for evacuating occupants, including those who need evacuation assistance.
- Site plans indicating the following:
 - The occupancy assembly point.
 - The locations of fire hydrants.
 - The normal routes of fire department vehicle access.
- Floor plans identifying the locations of the following:
 - Exits.
 - Primary evacuation routes.
 - Secondary evacuation routes.
 - Accessible egress routes.
 - Area of Refuge.



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- Exterior areas for assisted rescue.
- Refuge areas associated with smoke barriers and horizontal exits.
- Manual fire alarm boxes.
- Portable fire extinguishers.
- Occupant-use hose stations.
- Fire alarm annunciators and controls.
- A list of major fire hazards associated with normal use and occupancy of the premises, including maintenance and housekeeping procedures.
- Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.
- Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.

Lockdown Plan

- Initiation. The plan shall include instructions for reporting an emergency that requires a lockdown.
- Accountability. The plan shall include accountability procedures for staff to report the presence or absence of occupants.
- Recall. The plan shall include a prearranged signal for returning to normal activity.
- Communication and coordination. The plan shall include an approved means of two-way communication between a central location and each secured area.
- The training frequency shall be included in the plan and shall not substitute for any of the fire and evacuation drills required.
- The method of notifying building occupants of a lockdown shall be separate and distinct from the fire alarm signal.
- No signal shall take priority over the fire alarm system, unless a risk analysis is completed and reviewed/approved by the AFD.

EMERGENCY EVACUATION DRILLS

- Frequency: Required emergency evacuation drills shall be held at intervals specified in the following table, or more frequently where necessary to familiarize all occupants with the drill procedure.

| Group or Occupancy | Frequency | Participation |
|--------------------------|----------------------------|---------------|
| Group A | Quarterly | Employees |
| Group B | Annually | All occupants |
| Ambulatory Care Facility | Quarterly | Employees |
| Group E | Monthly | All occupants |
| Group F | Annually | Employees |
| Group I-1 | Semiannually on each shift | All occupants |
| Group I-2 | Quarterly on each shift | Employees |
| Group I-3 | Semiannually on each shift | Employees |
| Group I-4 | Monthly | All occupants |
| Group R-1 | Quarterly on each shift | Employees |
| Group R-2 | Four annually | All occupants |
| Group R-4 | Semiannually on each shift | All occupants |

*For additional group or occupancy specific requirements reference the Appendix.



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- **Leadership:** Responsibility for the planning and conduct of drills shall be assigned to competent persons designated to exercise leadership.
- **Time:** Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire.
- **Record keeping:** Records shall be maintained of required emergency evacuation drills and include the following information:
 - Identity of the person conducting the drill.
 - Date and time of the drill.
 - Notification method used.
 - Employees on duty and participating.
 - Number of occupants evacuated.
 - Special conditions simulated.
 - Problems encountered.
 - Weather conditions when occupants were evacuated.
 - Time required to accomplish complete evacuation.
- **Initiation:** Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system.
- **Accountability:** As building occupants arrive at the assembly point, efforts shall be made to determine if all occupants have been successfully evacuated or have been accounted for.
- **Recall and reentry:** An electrically or mechanically operated signal used to recall occupants after an evacuation shall be separate and distinct from the signal used to initiate the evacuation. The recall signal initiation means shall be manually operated and under the control of the person in charge of the premises or the official in charge of the incident. Persons shall not reenter the premises until authorized to do so by the official in charge.

EMPLOYEE TRAINING AND RESPONSE PROCEDURES

- **Frequency:** Employees shall receive training in the contents of fire safety and evacuation plans and their duties as part of new employee orientation and not less than annually thereafter. Records of training shall be maintained.
- **Employee training program:** Employees shall be trained in fire prevention, evacuation, and fire safety in accordance with the following:
 - Employees shall be apprised of the fire hazards of the materials and process to which they are exposed. Each employee shall be instructed in the proper procedures for preventing fires in the conduct of their assigned duties.
 - Employees shall be familiarized with the fire alarm and evacuation signals, their assigned duties in the event of an alarm or emergency, evacuation routes, areas of refuge, exterior assembly areas and procedures for evacuation.
 - Where a facility has a lockdown plan, employees shall be trained on their assigned duties and procedures in the event of an emergency lockdown.

HAZARD COMMUNICATION

Hazard communication shall be applicable where hazardous materials subject to permits under Section 5001.5 of the 2015 IFC are located on the premises or where required by the fire code official. The following shall be included with the facility hazard communication materials:



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- Safety Data Sheets: Safety Data Sheets (SDS) for all hazardous materials shall be either readily available on the premises as a paper copy, or where approved, shall be permitted to be readily retrievable by electronic access.
- Identification: Individual containers of hazardous materials, cartons or packages shall be marked or labeled in accordance with applicable federal regulations. Buildings, rooms, and spaces containing hazardous materials shall be identified by hazard warning signs in accordance with Section 5003.5.
- Training: Persons responsible for the operation of areas in which hazardous materials are stored, dispensed, handled, or used shall be familiar with the chemical nature of the materials and the appropriate mitigating actions necessary in the event of a fire, leak, or spill. Responsible persons shall be designated and trained to be liaison personnel for the fire department. These persons shall aid the fire department in preplanning emergency responses and identification of where hazardous materials are located and shall have access to Material Safety Data Sheets and be knowledgeable in the site emergency response procedures.
- Hazardous Materials Inventory Statement: Where required by the fire code official, each application for a permit shall include a Hazardous Material Inventory Statement (HMIS) in accordance with 5001.5.2.
- Hazardous Materials Management Plan: Where required by the fire code official, each application for a permit shall include a Hazardous Materials Management Plan (HMMP) in accordance with Section 5001.5.1. The fire code official is authorized to accept a similar plan required by other regulations.
- Facility closure plans: The permit holder or applicant shall submit to the fire code official a facility closure plan in accordance with Section 5001.6.3 to terminate storage, dispensing, handling or use of hazardous materials.



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APPENDIX A – OCCUPANCY GROUP A ADDITIONAL REQUIREMENTS

- **Seating Plan:** Fire safety and evacuation plans for assembly occupancies shall include a detailed seating plan, occupant load and occupant load limit.
- **Announcements:** In theaters, motion picture theaters, auditoriums and similar assembly occupancies in Group A used for noncontinuous programs, an audible announcement shall be made not more than 10 minutes prior to the start of each program to notify the occupants of the location of the exits to be used in the event of a fire or other emergency.
- **Fire Watch and Crowd Managers:** as required by 403.12.



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APPENDIX B – AMBULATORY CARE FACILITIES ADDITIONAL REQUIREMENTS

- **Fire evacuation plan:** The plan shall include a description of special staff actions, procedures for stabilizing patients in a defend-in-place response, staged evacuation, or full evacuation in conjunction with the entire building if part of a multitenant facility.
- **Fire safety plan:** A copy of the plan shall be always maintained at the facility and include the following in addition to the requirements of Section 404:
 - Location of patients who are rendered incapable of self-preservation.
 - Maximum number of patients rendered incapable of self-preservation.
 - Area and extent of each ambulatory care facility.
 - Location of adjacent smoke compartments or refuge areas, where required.
 - Path of travel to adjacent smoke compartments.
 - Location of any special locking, delayed egress, or access control arrangements.
- **Staff training:** Employees shall be periodically instructed and kept informed of their duties and responsibilities under the plan. Records of instruction shall be maintained; such instruction shall be reviewed by the staff not less than every two months.
- **Emergency evacuation drills:** Emergency evacuation drills shall be conducted not less than four times per year.
- **Defend-in-place evacuation requirements:** Not every facility is designed and constructed in a manner to support this procedure. Compartmentalization (smoke or fire barriers), a properly zoned voice evacuation fire alarm, and a properly zoned fire sprinkler system must be designed with this evacuation method in mind. The fire alarm and fire sprinkler zones must be congruent with the evacuation zones identified in the facility. If the fire alarm system has a general evacuation temporal three tone throughout the facility, defend-in-place is not allowed. If this is the evacuation method used or desired by your facility, contact the AFD Fire Marshal's Office to discuss what your facility needs to do to meet the requirements for defend-in-place.



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APPENDIX C – OCCUPANCY GROUP E ADDITIONAL REQUIREMENTS

- **First emergency evacuation drill:** The first emergency evacuation drill of the school year shall be conducted within 10 days of the beginning of classes.
- **Time of day:** Drills shall be conducted at different times of the day or evening to avoid distinction between drills and actual fires.
- **Assembly points:** Outdoor assembly areas shall be located a safe distance away from the building to avoid interference with fire department operations. The assembly areas shall be arranged to keep each class separate to provide accountability of all individuals.



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APPENDIX D – OCCUPANCY GROUP H-5 ADDITIONAL REQUIREMENTS

- **Plans and diagrams:** Plans and diagrams shall be maintained in approved locations indicating the approximate plan for each area, the amount and type of HPM stored, handled, and used, locations of shutoff valves for HPM supply piping, emergency telephone locations and locations of exits.
- **Plan updating:** Plans shall be maintained up to date and the fire code official and fire department shall be informed of major changes.
- **Emergency response team:** Responding persons shall be designated as an on-site emergency response team and trained to be liaison personnel for the fire department. These persons shall aid the fire department in preplanning emergency responses, identifying locations where HPM is stored, handled, and used, and be familiar with the chemical nature of such material. An adequate number of personnel for each work shift shall be designated.
- **Emergency drills:** Emergency drills of the on-site emergency response team shall be conducted on a regular basis but not less than once every three months. Records of drills conducted shall be maintained.



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APPENDIX E – OCCUPANCY GROUP I-1 ADDITIONAL REQUIREMENTS

- **Fire safety and evacuation plan:** The fire safety and evacuation plan shall include special employee actions, including fire protection procedures necessary for residents, and shall be amended or revised upon admission of any resident with unusual needs.
- **Fire evacuation plan:** The fire evacuation plan shall include a description of special staff actions, including procedures for evacuation through a refuge area in an adjacent smoke compartment and then to an exterior assembly point.
- **Fire safety plans:** A copy of the fire safety plan shall be always maintained at the facility. Plans shall include the following:
 - Location and number of residents sleeping rooms.
 - Location of special locking or egress control arrangements.
- **Employee training:** Employees shall be periodically instructed and kept informed of their duties and responsibilities under the plan. Such instruction shall be reviewed by employees at intervals not exceeding two months. A copy of the plan shall be always readily available within the facility.
- **Resident training:** Residents capable of assisting in their own evacuation shall be trained in the proper actions to take in the event of a fire. The training shall include actions to take if the primary escape route is blocked. Where the resident is given rehabilitation or habilitation training, methods of fire prevention and actions to take in the event of a fire shall be part of the rehabilitation training program. Residents shall be trained to assist each other in case of fire to the extent their physical and mental abilities permit them to do so without additional personal risk.
- **Drill times:** Drill times are not required to be held at unexpected times and under varying conditions.
- **Resident participation in drills:** Emergency evacuation drills shall involve the actual evacuation of residents to a selected assembly point and shall provide residents with experience in exiting through all required exits. All required exits shall be used during emergency evacuation drills.
- **Emergency evacuation drill deferral:** In severe climates, the fire code official shall have the authority to modify the emergency evacuation drill frequency.
- **Defend-in-place evacuation requirements:** Not every facility is designed and constructed in a manner to support this procedure. Compartmentalization (smoke or fire barriers), a properly zoned voice evacuation fire alarm, and a properly zoned fire sprinkler system must be designed with this evacuation method in mind. The fire alarm and fire sprinkler zones must be congruent with the evacuation zones identified in the facility. If the fire alarm system has a general evacuation temporal three tone throughout the facility, defend-in-place is not allowed. If this is the evacuation method used or desired by your facility, contact the AFD Fire Marshal's Office to discuss what your facility needs to do to meet the requirements for defend-in-place.



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APPENDIX F – OCCUPANCY GROUP I-2 ADDITIONAL REQUIREMENTS

- **Fire evacuation plans:** The fire safety and evacuation plans shall include all of the following:
 - Procedures for evacuation for patients with needs for containment or restraint and post-evacuation containment, where present.
 - A written plan for maintenance of the means of egress.
 - Procedure for a defend-in-place strategy – see Appendix K for additional information.
 - Procedure for a full-floor or building evacuation, where necessary.
- **Fire safety plans:** A copy of the plan shall be always maintained at the facility, plans shall include:
 - Locations and number of patients sleeping rooms and operating rooms.
 - Location of adjacent smoke compartments or refuge areas.
 - Path of travel to adjacent smoke compartments.
 - Location of special locking, delayed egress, or access control arrangements.
 - Location of elevators utilized for patient movement in accordance with the fire safety plan, where provided.
- **Emergency evacuation drill exceptions:**
 - The movement of patients to safe areas or to the exterior of the building is not required.
 - Where emergency evacuation drills are conducted after visiting hours or where patients or residents are expected to be asleep, a coded announcement shall be an acceptable alternative to audible alarms.
- **Defend-in-place evacuation requirements:** Not every facility is designed and constructed in a manner to support this procedure. Compartmentalization (smoke or fire barriers), a properly zoned voice evacuation fire alarm, and a properly zoned fire sprinkler system must be designed with this evacuation method in mind. The fire alarm and fire sprinkler zones must be congruent with the evacuation zones identified in the facility. If the fire alarm system has a general evacuation temporal three tone throughout the facility, defend-in-place is not allowed. If this is the evacuation method used or desired by your facility, contact the AFD Fire Marshal's Office to discuss what your facility needs to do to meet the requirements for defend-in-place.



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APPENDIX G – OCCUPANCY GROUP I-3 ADDITIONAL REQUIREMENTS

- **Employee training:** Employees shall be instructed in the proper use of portable fire extinguishers and other manual fire suppression equipment. Training of new employees shall be provided promptly upon entrance to duty. Refresher training shall be provided not less than annually.
- **Employee staffing:** Group I-3 occupancies shall be provided with 24-hour staffing. An employee shall be within three floors or 300 feet horizontal distance of the access door of each resident housing area.
- **Keys:** Keys necessary for unlocking doors installed in a means of egress shall be individually identifiable by both touch and sight.
- **Defend-in-place evacuation requirements:** Not every facility is designed and constructed in a manner to support this procedure. Compartmentalization (smoke or fire barriers), a properly zoned voice evacuation fire alarm, and a properly zoned fire sprinkler system must be designed with this evacuation method in mind. The fire alarm and fire sprinkler zones must be congruent with the evacuation zones identified in the facility. If the fire alarm system has a general evacuation temporal three tone throughout the facility, defend-in-place is not allowed. If this is the evacuation method used or desired by your facility, contact the AFD Fire Marshal's Office to discuss what your facility needs to do to meet the requirements for defend-in-place.



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APPENDIX H – OCCUPANCY GROUP R-1 ADDITIONAL REQUIREMENTS

- **Evacuation diagrams:** A diagram depicting two evacuation routes shall be posted on or immediately adjacent to every required egress door from each hotel or motel sleeping unit.
- **Emergency duties:** Upon discovery of a fire or suspected fire, hotel and motel employees shall perform the following duties:
 - Activate the fire alarm system, where provided.
 - Notify the public fire department.
 - Take other action as previously instructed.
- **Fire safety and evacuation instructions:** Information shall be provided to allow guests to decide whether to evacuate to the outside, evacuate to an area of refuge, remain in place, or any combination of the three.



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APPENDIX I – OCCUPANCY GROUP R-2 ADDITIONAL REQUIREMENTS

- **College and university buildings:** An approved fire safety and evacuation plan shall be prepared and maintained.
- **First emergency evacuation:** The first emergency evacuation drill of each school year shall be conducted within 10 days of the beginning of classes.
- **Time of day:** Emergency evacuation drills shall be conducted at different hours of the day or evening, during the changing of classes, when school is at assembly, during recess of gymnastic periods or during other times to avoid distinction between drills and actual fires. One required drill shall be held during hours after sunset or before sunrise.
- **Emergency guide contents:** A fire emergency guide shall describe the location, function and use of fire protection equipment and appliances accessible to residents, including fire alarm systems, smoke alarms and portable fire extinguishers. Guides shall include an emergency evacuation plan for each dwelling unit.
- **Emergency guide maintenance:** Emergency guides shall be reviewed and approved by the fire code official.
- **Emergency guide distribution:** A copy of the emergency guide shall be given to each tenant prior to initial occupancy.
- **Evacuation diagrams for dormitories:** A diagram depicting two evacuation routes shall be posted on or immediately adjacent to every required egress door from each dormitory sleeping unit. Evacuation diagrams shall be reviewed and updated as needed to maintain accuracy.



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APPENDIX J – OCCUPANCY GROUP R-4 ADDITIONAL REQUIREMENTS

- **Fire safety and evacuation plan:** The fire safety and evacuation plan shall include special employee actions, including fire protection procedures necessary for residents, and shall be amended or revised upon admission of a resident with unusual needs.
- **Fire safety plans:** A copy of the plan shall be always maintained at the facility. Plans shall include the following:
 - Location and number of residents sleeping rooms.
 - Location of special locking or egress control arrangements.
- **Employee training:** Employees shall be periodically instructed and kept informed of their responsibilities under the plan. Records of instruction shall be maintained. Such instruction shall be reviewed by employees at intervals not exceeding two months. A copy of the plan shall be always readily available within the facility.
- **Resident training:** Residents capable of assisting in their own evacuation shall be trained in the proper actions to take in the event of a fire. The training shall include actions to take if the primary escape route is blocked. Where the resident is given rehabilitation or habilitation training, methods of fire prevention and actions to take in the event of a fire shall be part of the rehabilitation training program. Resident shall be trained to assist each other in case of fire to the extent their physical and mental abilities permit them to do so without additional personal risk.
- **Drill frequency:** Employees shall participate in drills an additional two times per year on each shift. Twelve drills with all occupants shall be conducted in the first year of operation.
- **Drill times:** Drill times are not required to be held at unexpected times and under varying conditions.
- **Resident participation in drills:** Emergency evacuation drills shall involve the actual evacuation of residents to a selected assembly point and shall provide residents with experience in exiting through all required exits. All required exits shall be used during emergency evacuation drills.
 - Exception: Actual exiting from emergency escape and rescue windows shall not be required. Opening the emergency escape and rescue window and signaling for help shall be an acceptable alternative.
- **Defend-in-place evacuation requirements:** Not every facility is designed and constructed in a manner to support this procedure. Compartmentalization (smoke or fire barriers), a properly zoned voice evacuation fire alarm, and a properly zoned fire sprinkler system must be designed with this evacuation method in mind. The fire alarm and fire sprinkler zones must be congruent with the evacuation zones identified in the facility. If the fire alarm system has a general evacuation temporal three tone throughout the facility, defend-in-place is not allowed. If this is the evacuation method used or desired by your facility, contact the AFD Fire Marshal's Office to discuss what your facility needs to do to meet the requirements for defend-in-place.



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APPENDIX K – DEFEND-IN-PLACE

Not every facility is designed and constructed in a manner to support this procedure.

Compartmentalization (smoke or fire barriers), a properly zoned voice evacuation fire alarm, and a properly zoned fire sprinkler system must be designed with this evacuation method in mind. The fire alarm and fire sprinkler zones must be congruent with the evacuation zones identified in the facility. If the fire alarm system has a general evacuation temporal three tone throughout the facility, defend-in-place is not allowed. If this is the evacuation method used or desired by your facility, contact the AFPD Fire Marshal's Office to discuss what your facility needs to do to meet the requirements for defend-in-place.

Example Defend-in-Place Procedure

This facility has four separate zones separated by either a 2-hour firewall or a 1-hour fire barrier:

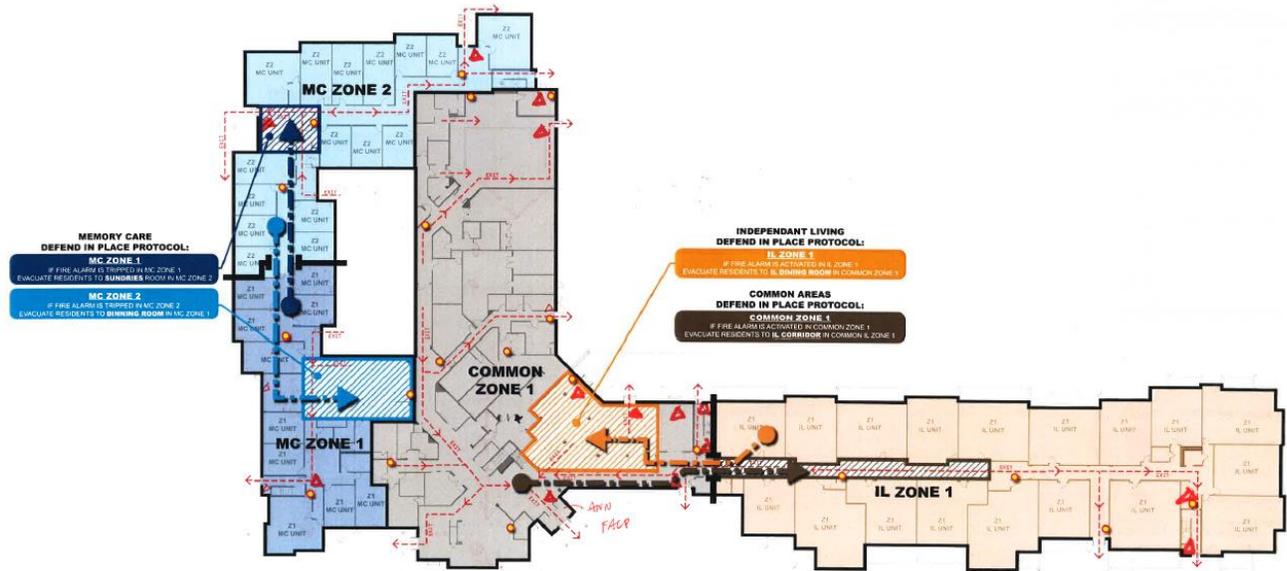
- MC1
- MC2
- Common Zone 1
- IL Zone 1

This facility does not want any occupants to evacuate to the exterior of the structure. In the event of a fire alarm activation the following evacuation will occur:

- Fire alarm activation (detection or water flow) in IL Zone 1, the occupants of that zone will evacuate to Common Zone 1
- Fire alarm activation (detection or water flow) in Common Zone 1, the occupants of that zone will evacuate to IL Zone 1
- Fire alarm activation (detection or water flow) in MC Zone 2, the occupants of that zone will evacuate to MC Zone 1.
- Fire alarm activation (detection or water flow) in MC Zone 1, the occupants of that zone will evacuate to MC Zone 2.



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Fire Alarm and Fire Sprinkler System Requirements

Each individual zone will have, in essence, their own fire alarm and fire sprinkler systems reporting to a central fire alarm control panel. The fire alarm initiating devices (i.e., smoke detector, heat detector, sprinkler water flow device) will be specific to each zone and report to the fire alarm panel indicating the zone. The fire alarm notification will then notify the people in the zone of fire alarm activation that there is a fire emergency, and those occupants shall evacuate to their assigned zone. The other zones that are not in the zone of fire alarm activation, the fire alarm notification will notify them that there is a fire emergency in the building and that they shall remain in their current zone.



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APPENDIX L – PREPARATION OF FIRE SAFETY AND EMERGENCY EVACUATION PROCEDURES

Surveying the Building

Before starting to formulate an evacuation plan, take some time to conduct a walk-through of the building. During your walk-through, note the location of fire protection features, such as portable fire extinguishers, manual fire alarm boxes, and, if the building is equipped with a fire alarm system know the location of the fire alarm control panel (FACP) and annunciator panel(s), and if there is a fire sprinkler system note the location of the fire department connection (FDC) and system control valves.

For each area of the building, note the safest and shortest path for a primary evacuation route. Also note a secondary route if the primary path becomes unsafe or obstructed. In newer buildings, note "areas of refuge" which have been constructed as safe areas for individuals with wheelchairs or physical disabilities. For facilities that wish to "defend-in-place" reference the "defend-in-place" section for minimum requirements.

Consider whether your building houses a changing population, as in a retail store or restaurant, or will the building occupants be familiar with the facility? Note any special needs that individuals may have, such as non-English-speaking or people with disabilities.

Designating an Exterior Meeting Spot for All Occupants

Identify a location at a safe distance away from the building that can be designated as a common meeting spot for people to gather after evacuating the building. The meeting spot should be located in a remote location clear of incoming fire apparatus, away from traffic, and away from building hazards.

There could be several meeting locations depending on the size and configuration of the building.

A member of the Building Response Team should be assigned to verify that all building occupants are accounted for. That person should advise the fire department whether all occupants are accounted for or if some are still in the building.

To ensure the fastest, most accurate accountability of your employees, consider including the following items in your emergency plan:

- Designate assembly areas where employees should gather after evacuating. People should not re-enter the building for any reason.
- Take a head count after the evacuation. Identify the names and last known locations of anyone not accounted for and pass them to the Fire Official in charge.
- Establish procedures capable of accounting for non-employees, such as suppliers and customers.
- Establish procedures for expanding the evacuation in case the incident expands. This may consist of sending employees home by normal means, or relocating them to a nearby building, or providing them with transportation to a more remote location.



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Pick your Building Response Team

The recommended structure of your team could involve one or more of the following roles:

Fire/Life Safety Director

The person identified who will maintain and implement your Fire Safety, Evacuation and/or Lockdown Plan. Pick a person who has not only the knowledge, but the authority to implement the procedures in the plan.

Building Response Team

Their primary role is to investigate the source of an alarm or emergency, communicate their findings to the other building occupants, and notify the Fire Department.

Floor Wardens

Floor wardens are volunteers selected from among the building staff and tenants to assist in the evacuation of occupants from specific building areas in the event of a fire alarm or emergency and conduct the accountability procedure for their area. They must be familiar with the building's evacuation plan.

Assistant Monitors

Assistant monitors are responsible for aiding those individuals on a floor that require assistance to evacuate. These include people with disabilities or who have medical problems.

Each Emergency Guide shall list the location, function, and use of ALL fire protection equipment in the building. These include but are not limited to the following (if provided)

Fire Alarm Manual Pull Stations:

- Where they are located in the unit/building
- How to use them
- When they should be used
- Call 9-1-1 once you are outside the building

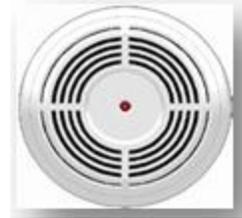




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Smoke Alarms:

- Where they're located in the unit/building
- Consequences if damaged, vandalized or deactivated
- Maintenance
 - How to maintain
 - Who's responsible for maintenance
 - Testing
 - Changing batteries
 - Keep your alarm free of dust by vacuuming it regularly
 - Never paint a smoke alarm



Fire Extinguishers:

- Where they are in the unit/building
- Consequences for discharge, vandalism, or theft
- List the type and size of fire extinguisher available to residents. Multi-purpose A-B-C type extinguishers are recommended.
- How to use – PASS (Pull, Aim, Squeeze, and Sweep)
 - Only use an extinguisher if you know how it works
 - Only attempt to extinguish small fires
 - Make sure you can exit safely if the fire is not extinguished



Sprinklers:

- Consequences for damage, vandalism, or tampering.
- Do not paint, tamper with, or hang items from sprinkler heads.
- Sprinklers are a life saving device. They will slow the spread of fire and give residents time to evacuate.



Exit Signs:

- Where they are in the building
- Consequences for damage, vandalism, or tampering
- Exits shall be marked by an approved exit sign readily visible from any direction of travel. Access to exits shall be marked by readily visible exit signs in cases where the exit is not immediately visible to the occupants.



Emergency Evacuation Assembly Area:

- Define areas for residents to gather once they have evacuated
- Locate reassembly area 100 feet away from building and do not impede activity of firefighters
- Check-in with the building manager or a fire official
- Do not re-enter the building until told to do so by fire officials.

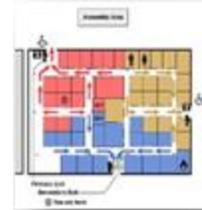




FIRE MARSHAL'S OFFICE

Exit/Egress

- Each unit should have an individual fire escape map showing their closest exit and reassembly area. SEE PAGE 12
- Residents should know two ways out of each room including their individual apartment, and all common areas such as a dining room, activity room, laundry room, etc.
 - A main doorway and a window
 - Escape ladders should be used to escape from second and third floor units via the window
- Do not use elevators during a fire
- Only exit if safe to do so, otherwise shelter-in-place
 - Seal off the room by closing doors, windows, and vents
 - Call 9-1-1 and inform them of your location
 - Move to a window and signal for help
 - Make yourself visible by waving a flashlight or bright object
 - Call out loudly to firefighters





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APPENDIX M – PERSONAL ACTIONS IN THE EVENT OF AN EMERGENCY

Reporting Emergencies

Building occupants should be instructed to call 9-1-1 whenever an emergency occurs. They should state:

- The nature of the emergency i.e., bomb threat, fire, or hazardous materials spill.
- The address of building.
- The extent of the fire or emergency, and specific information, if known.
- All callers should follow the 9-1-1 operator's instructions.

The caller should never hang up until told to do so by the emergency operator or unless his/her life is in danger.

If You Are Unable to Leave the Floor

If you are unable leave the floor because exits become blocked or unsafe to enter due to smoke or fire, refuge should be sought on the floor in a totally enclosed room with a telephone and window.

Use towels or clothing to block openings around doors or vents where smoke might enter. Put a wet cloth over your mouth. Place a signal in the window. The signal can be anything that will call attention to your location.

If smoke enters your unit, call 9-1-1 to report your location. Stay low to the floor to breathe the least contaminated air. It is not advisable to break the windows. Often smoke from outside of the building can enter through open windows and broken glass can injure those below.

Procedures for Persons Unable to Use Exit Stairs

Individuals requiring assistance with evacuating should move to the exit or to an "Area of Refuge." If the stairwell is free of smoke, they should enter after all persons on the floor have evacuated, unless the stair landing is large enough for their presence without hindering the egress of others. After entering the exit stairway, make sure the stairwell door is securely shut. One person, preferably an Assistant Monitor, should wait with the disabled person while someone else goes to inform the arriving fire department of their location.

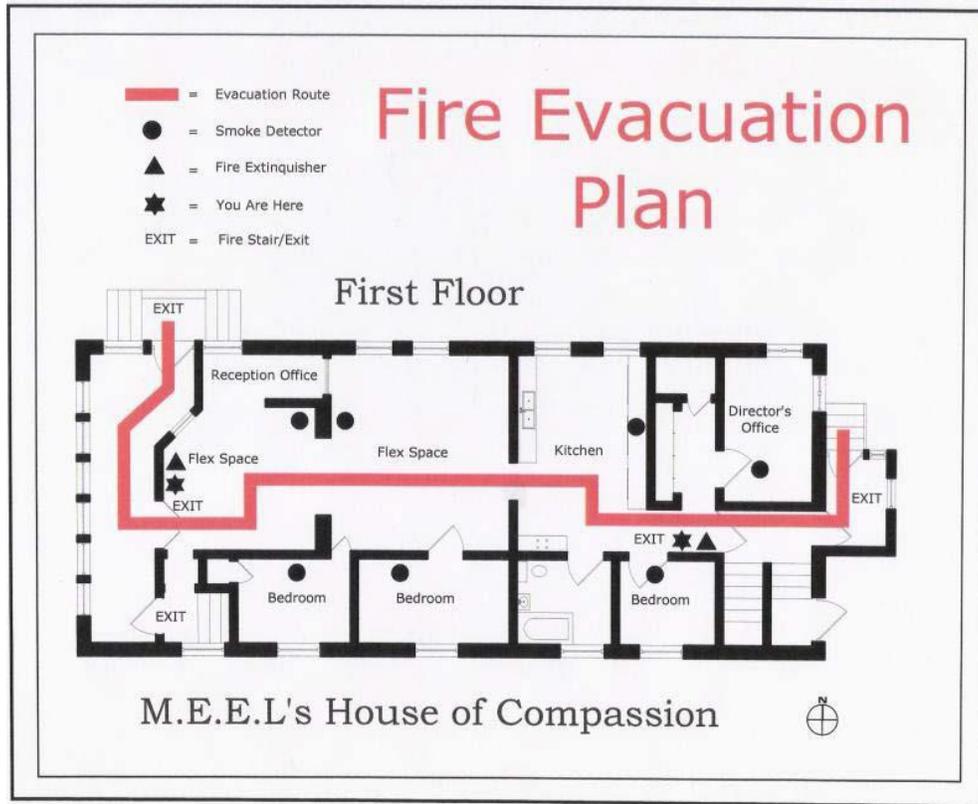
If stairwell traffic builds from the evacuation of upper floors, individuals waiting should re- enter the floor to allow others to pass.

The disabled person and employee should stay at the stairwell landing if conditions are safe. It is preferred that appointed team members evacuate the person down the stairs to a safe area as determined by the plan. If the building does not provide a safe area for disabled individuals to wait, the emergency plan should incorporate a method and appropriate training to evacuate those individuals.



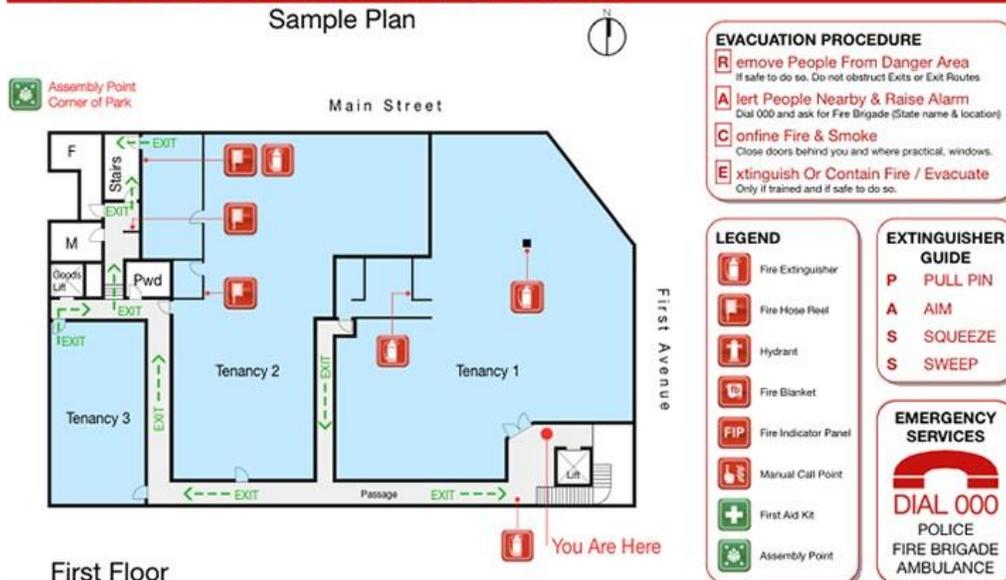
FIRE MARSHAL'S OFFICE

APPENDIX N – SAMPLE EVACUATION MAPS



EVACUATION DIAGRAM

Sample Plan

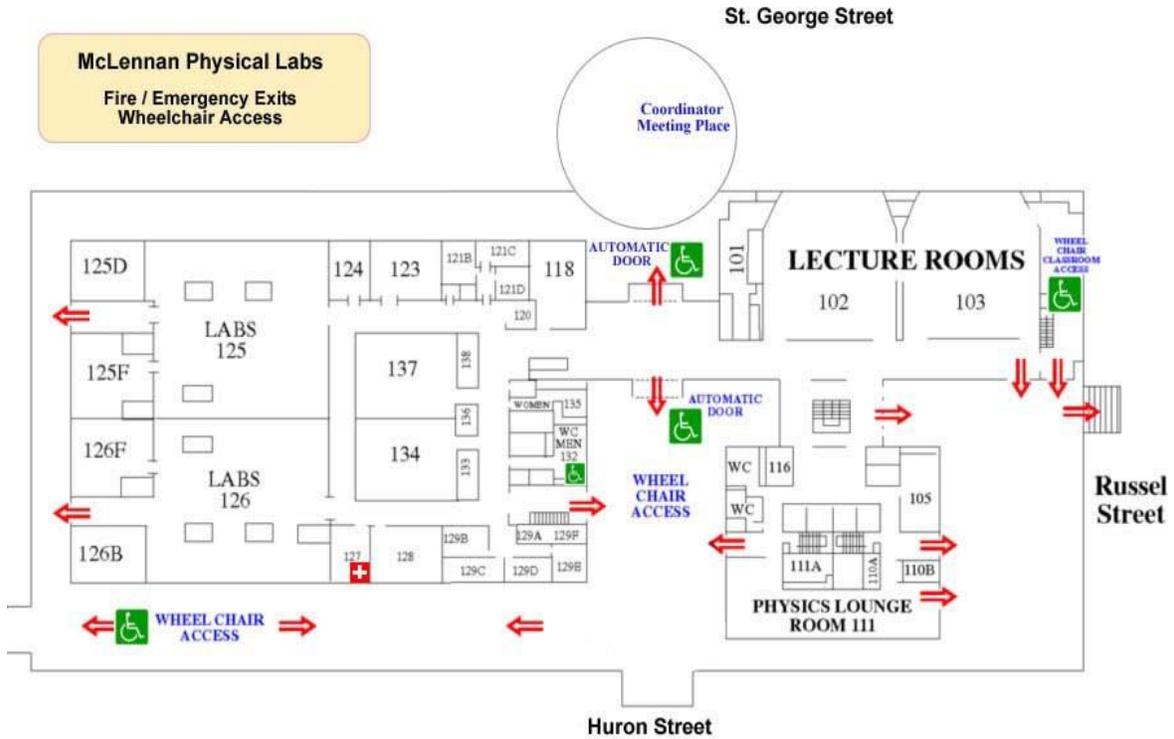


First Floor

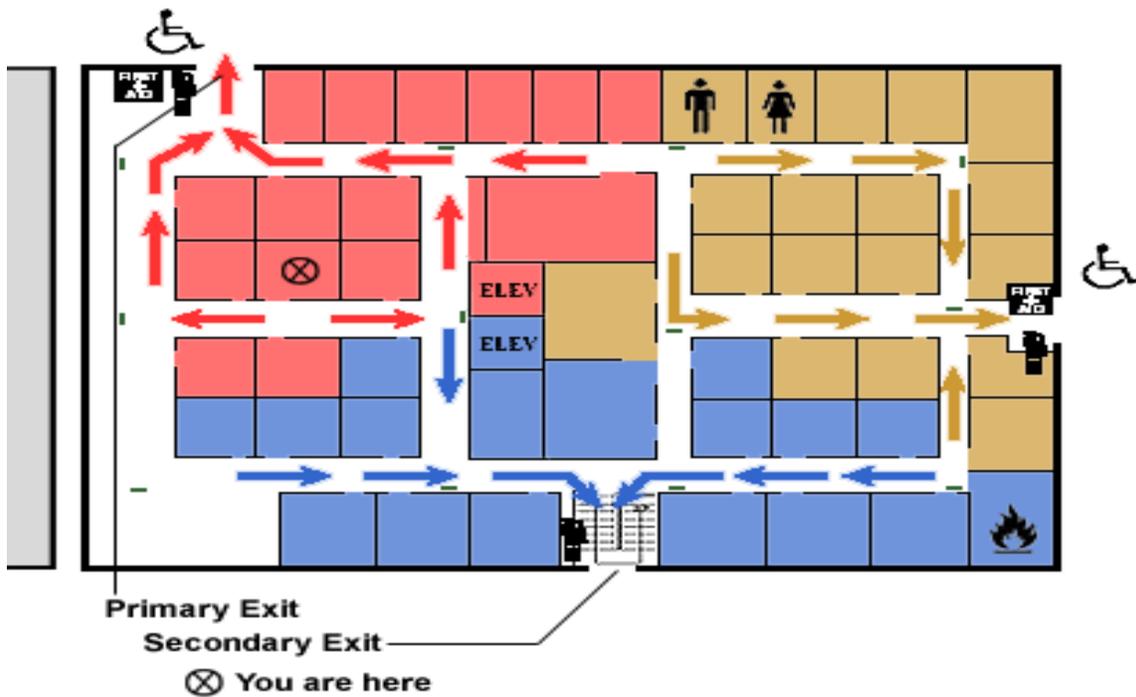




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Assembly Area





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APPENDIX O – ONE AND TWO FAMILY DWELLING EMERGENCY PROCEDURES

SMOKE ALARMS

- When the alarm sounds, GET OUT and STAY OUT until safe to re-enter. Test smoke alarms once a month.
- Change smoke alarm batteries at least once a year.
- Place one on every level of your home and outside the main sleeping area. Avoid placing alarms near kitchens or bathrooms to prevent nuisance alarms. Replace smoke alarms that are more than 10 years old.
- Keep smoke alarms clean. Do not paint over them or remove the battery.

CARBON MONOXIDE ALARMS

- Carbon monoxide is a colorless, odorless and tasteless gas that can be fatal.
- If you suspect carbon monoxide in your building, leave immediately and call 911.
- CO alarms should be placed near bedrooms and on every level of the home when solid or liquid fueled appliances are present (stoves, water heaters, forced air furnaces, boilers).
- Use the manufacturer's installation recommendations.
- Replace Carbon Monoxide Alarms that are more than 5 years old (check the manufacturer's label for brand specific replacement information).

EVACUATION

- Leave immediately when smoke alarms sound. Know TWO ways out of each room.
- Discuss escape routes with everyone in the residence.
- Agree on an outside meeting place where everyone will gather once they've escaped.
- Keep stairways and exits clear and free from clutter.
- Test doors before opening with the back of your hand, if hot don't open and try another escape route.
- Close doors behind you as you escape to slow the spread of fire and smoke. Crawl low under smoke.
- DO NOT go back inside once outside to retrieve pets or items. Notify firefighters upon their arrival if someone is trapped.
- If you cannot leave a room, shut the door. Open the nearest window. Wave and shout to alert the fire department.

FIRE EXTINGUISHERS

- Be sure to have an ABC rated fire extinguisher.
 - Only use a fire extinguisher if you know how to operate it. Never fight a fire larger than a wastepaper basket.
- Place a fire extinguisher in kitchen areas or in an accessible place. To properly use a fire extinguisher, use the acronym P-A-S-S:
 - Pull the pin
 - Aim at the base of the fire
 - Squeeze the handle
 - Sweep back and forth



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APPLIANCES AND ELECTRICAL HAZARDS

- Keep appliances clean and in good condition. Turn off and unplug appliances when not in use.
- Leave 3 feet of space for air to circulate around heaters and other heat-producing equipment.
- If an appliance overheats or smells unusual, have it serviced or replaced. Do not pinch electrical cords under or behind furniture.
- Use surge protectors NOT multi-plug adapters when needed. DO NOT overload electrical outlets.
- Extension cords should be for temporary use only, 90 days or less.
 - Replace any electrical cords that are cracked or broken.
 - Never run extension cords across doorways or in areas where they may be walked on.
 - Avoid plugging more than one extension into an electrical outlet.

SMOKING

- NEVER smoke while on oxygen or near someone on oxygen.
- Smoke only in approved areas. Make sure guests and visitors know where the designated area is located.
- NEVER smoke while drowsy or in bed. Use large, deep, non-tip ashtrays.
- Never extinguish cigarette butts in potting soil or plants.

SLIPS, TRIPS AND FALLS

- Have good lighting around you.
- Especially in bedroom, bathroom, and hallways Turn on lights when you need them.
- Use grab bars in the shower, tub, and bathroom.
- Use walkers, canes, or other helpful devices when necessary. Use rugs or mats with non-slip backing on them
- Remove clutter and cords.
- Exercise regularly to improve strength and flexibility.
- If you feel dizzy or light-headed, sit down or stay seated until your head clears. Stand up slowly to avoid feeling unsteady.
- Keep a flashlight handy.

OXYGEN

- Avoid all types of open flames when using oxygen. This includes matches, lighters, cigarettes, and candles.
- Use caution around heat sources such as electric or gas heaters, stoves, etc. Avoid using lotions or creams containing petroleum.
- Store cylinders safety – cylinders should be upright and secure. Remember, when not in use, oxygen supply valves should be turned off. Always follow the instructions provided by your oxygen supply company. Post an "Oxygen in Use" sign on your front door to alert guests and
- emergency personnel of the potential hazard.

COOKING

- Never leave cooking unattended.
- DO NOT cook if you are sleepy, under the influence of alcohol, or on medication that makes you drowsy.
- Dress right: NO loose clothing. Roll-up sleeves when cooking.



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- Turn pot handles in so they can't be bumped and children can't grab them. Keep children and pets out of the kitchen.
- Keep pot holders, food packaging, and dish towels off the stovetop. Wipe up spills and keep the oven clean: built-up grease can catch fire. Prevent burns:
 - Open microwave cooked food slowly.
 - Never use a wet oven mitt.

Grease Fires: Don't use a fire extinguisher on a grease fire. Smother the fire by sliding a lid over the pan. Turn off the burner and wait until it's cooled.

Oven Fires: Close the oven door and turn off the heat.

Microwave Fires: Keep the door closed and unplug the microwave. Have the oven serviced before using it again.

When Calling 911

Provide the dispatcher the following information:

- Apartment name, address, phone number and your name
- Nature of your call
- Apartment number where the resident can be found
- Location of the entrance fire apparatus should respond to:
 - Where is the closest entrance to the resident?
- Will there be a staff member to meet firefighters at the front door?
 - If no one is available to meet firefighters, please provide the dispatcher with the door code, Knox Box information, room number, or area where the resident can be found.

Remember:

- DO NOT hang up with 9-1-1 until all information has been given to the dispatcher.
- Place directional maps near entrances and exits, central locations, nurse stations, and fire control panels.
- Ensure rooms and large areas are well marked and labeled.

If a staff member is available upon fire department arrival, please provide the following information:

- Resident name, age, and primary complaint
- Events leading up to the illness or injury - was it a sudden injury or illness?
- The resident's current condition and how it changed over time.
- What actions have been implemented to the patient?
- Has the patient's condition changed?
- Resident's File of Life card including:
 - Medications
 - Allergies
 - Does the patient have a Colorado Advanced Directive, Do Not Resuscitate (DNR) orders; Cardiopulmonary Resuscitation Directives, Medical Power of Attorney, or Living Will?



FIRE MARSHAL'S OFFICE

EMERGENCY GUIDE REVIEW PROCESS

Completed Emergency Guides can be provided to the Community Risk Reduction Division for review and comment. Guides may be submitted in the following ways:

Mail/Drop-off: Arvada Fire Protection District
Fire Marshal's Office
7903 Allison Way
Arvada, CO 80005
E-mail: steven.parker@arvadafireco.gov
Please call 303-424-3012 with questions